

Commerce Acquisition Manual
CAM Notice 10-03

- 1. Title or Purpose:** Acquisition Planning
- 2. File in:** Commerce Acquisition Manual (CAM) Part 7, Subpart 7.1
1307.1
- 3. Effective:** December 1, 2009
- 4. Applicability:** All acquisitions within the Department of Commerce (DOC) and its Operating Units, which include competitive and non-competitive contracts; new definitive contracts (including contracts for supplies, services, construction, repair and alteration); letter contracts; task/delivery orders against Federal Supply Schedule (FSS) contracts, Government-Wide Acquisition Contracts (GWACs), Multi-Agency Contracts (MACs) and Blanket Purchase Agreements (BPA); single or multiple award Indefinite Delivery/Indefinite Quantity (IDIQ) contracts; options to existing contracts; leasehold interests in real property; and Interagency Acquisitions.
- 5. Supersedes:** CAM 07-01, *Acquisition Plans* dated August 1989; PM 96-04, *Commerce Acquisition Manual Subpart 7.1 – Acquisition Plans* dated November 22, 1995; PM 2007-03, *Acquisition Plan Format* dated March 28, 2007; and PM 2009-06, *Revised Acquisition Review Process for Acquisitions Exceeding \$10 Million but not Classified as a Major Investment* dated March 3, 2009.
- 4. Implementing Guidance:** All acquisition personnel including Project/Program Managers, Contracting Officer Technical Representatives, and any other personnel participating in the acquisition planning process should read and understand the attached CAM Chapter. CAM 1307.1 provides department-wide policy and guidance to effectively conduct acquisition planning and develop acquisition plans.


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